



**Nebraska Supreme Court
Administrative Office of the Courts/Probation
Judicial Branch Education**

Judicial Branch Education
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Request for Access to Computer Based Training (CBT)

Directions

Court and AOC Employees: Please complete this form. Supervisors must complete the "supervisory approval" section prior to the employee returning the form to Judicial Branch Education at the address above. To obtain JBE Credit after completing a course, submit a "Request for Credit" form along with proof of course completion.

Judges: Submit the Completed form to JBE skipping the supervisory approval section

Name: _____

Job Title: _____

Work Location: _____

Name and title of supervisor: _____

Education Sought

Identify the courses you intend to take using the CBT system:

(Please note: Once approved you may take as many courses as you choose, in whatever field you choose. Employees must choose one job related course, which they describe above, in order to obtain approval to use the system)

SUPERVISORY APPROVAL (REQUIRED FOR EMPLOYEES ONLY)

Name:

Job Title:

Work Location:

I have reviewed the foregoing and I believe the employee can benefit from the type of course they have described above. ☐ Agree ☐ Disagree

The Supervisor may set parameters for work time access to the CBT system, including prohibiting the use of CBT on work time.

Supervisor's Signature

Date